

MINUTES OF THE CENTRAL WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING

March 25, 2020

Chairman T.R. Dudley called the meeting to order at 10:00 a.m.

CWDB members participating in the conference call were T.R. Dudley, Peter Callan, and Kathy Groves.

Caucus members participating were Gary Jungermann.

CWDB staff participating were Amy Sublett, Heather Brown, and Kevin Stadler

Approval of Agenda

T.R. Dudley entertained a motion to approve the agenda. Motion made by K. Groves, seconded by P. Callan. All in favor, none opposed, agenda approved as presented.

Approval of minutes

T.R. Dudley entertained a motion to approve the minutes from the January 22, 2020 meeting. Motion made by K. Groves, seconded by P. Callan. All in favor, none opposed, minutes from January 22, 2020 were approved as presented.

COVID-19 Update

A. Sublett reviewed the Office of Workforce Development press release pertaining to COVID-19. Job centers in the state of Missouri are closed to the public. All staff travel has been suspended and job center staff are assigned to specific centers. Staff are working behind closed doors by phone and computer to serve the public. The majority of calls are for Unemployment Insurance (UI). In one week the UI claims have tripled. Job center staff do not process Unemployment Claims but are assisting in taking calls. There will probably be a large demand for supportive services due to high unemployment. Creative ways are being found to provide services without having contact with customers.

Three CWDB staff are working in the administrative office in Rolla and four are working remotely from home.

Fiscal Report

A. Sublett reviewed the financial report that had been prepared by the fiscal officer, Tina Sooter. There were no questions.

CWDB is in corrective action status with the Office of Workforce Development.

The fiscal 2018 audit information has been submitted to Evers and Company CPA's for audit preparation. A. Sublett said there will be findings.

The FY 19 audit information is being prepared by staff and will be submitted to Evers and Company. Once it is completed we will be caught up on the audit process. At that time we will ask the director of Office of Workforce Development if CWDB can be released from corrective action status.

K. Groves asked how long it will take for the FY 19 audit to be prepared. A. Sublett said bank reconciliations have not been done for almost two years; that is one of the biggest challenges. That could take two months to complete. In addition to working on the audit, the region is going through financial monitoring by an Office of Workforce Development contractor. All regions are going through the fiscal monitoring process. There will probably be similar findings to what the audit will have. A. Sublett stated that she hopes we can be caught up in four months.

K. Groves stated that we have come a long way. A. Sublett agreed but said we still have quite a way to go.

T.R. Dudley entertained a motion to approve the financial report as presented. Motion made by K. Groves, seconded by P. Callan. All in favor, none opposed, the financial report was approved as presented.

K. Stadler provided an update on the CWDB local plan that was sent to board and caucus members for review. Board approval is required for the plan. K. Stadler asked if there were any questions about the plan – there were none.

T.R. Dudley entertained a motion to approve the plan. Motion made by K. Groves, seconded by P. Callan. All in favor, none opposed, the local plan was approved.

Discussion was held on the job center certification process. K. Stadler will be setting up a committee/team for the certification which will involve visits to the comprehensive job centers and affiliate sites. However, since the centers are closed to the public, there may be a delay in this review process. Committees will be set up and visits will be conducted once the centers are open.

Conflict of Interest forms will be sent to board members for signature by K. Stadler.

A. Sublett provided a closing report and stated that now most of CWDB efforts are directed towards providing services and supporting the job centers. Beyond that, the short term goal will be to get out of corrective action status and establish strong financial practices. That is the main focus for the next few months.

When that is achieved and the COVID-19 period is over A. Sublett would like to focus on reevaluating the CWDB long-term strategic plan and mission. A. Sublett thinks that the vision, mission, and process of delivering services may change.

K. Groves stated her appreciation for having A. Sublett as executive director and offered her full support.

G. Jungermann also expressed his appreciation and stated that if any assistance was needed in Fulton we should let him know.

T.R. Dudley echoed the comments made by K. Groves and expressed his appreciation for A. Sublett. He also commented on the smooth transition from J. Carter and noted his thanks for what she had done. Appreciation was also expressed for the work done by J. Carter.

T.R. Dudley entertained a motion to adjourn the meeting. K. Groves made a motion seconded by P. Callen. The meeting was adjourned at 10:25 a.m.